

HOMES FOR THE AGED

ONSITE FACILITY INSPECTION - BUILDINGS AND GROUNDS

Facility: _____ **Facility #:** _____ **Inspection Date:** _____

R325.1901	(9) “ Distinct part ” means, for purposes of MCL 333.20106(3), a clearly identifiable area or section within a licensed home consisting of at least a resident unit, wing, floor, or building containing contiguous rooms <u>providing room and board and supervised personal care and protection to individuals 60 years of age or older.</u>
	Appropriate personnel are regularly assigned and work in the distinct part under qualified direction.
	The distinct part may share services, such as management services, building maintenance, food preparation services, and laundry with a licensed nursing home or other entity.
R325.1961	Plans and specifications.
	(1) A floor plan of the home, with a description of rooms showing size, use, door locations, window area, and number of beds, shall be on file in the home.
	(2) Complete plans, specifications, and an operational narrative for new buildings, additions, major building changes, and conversion of existing facilities to use as a home shall be submitted to the department for review to assure compliance with the law and these rules.
	(3) An operational narrative shall describe the operational characteristics and special needs of the home that dictate the design of renovation, construction, or conversion needed to support the home’s program statement as defined by R 325.1901(15). An operational narrative may include any of the following: (a) Each function to be performed in the home. (b) Functional space requirements. (c) Number of staff or other occupants anticipated for the various functional units. (d) Type of equipment to be required and utilized. (e) Interrelationship of functional spaces. (f) Services and equipment to be brought into the home from outside the home and not requiring duplication in the home
	(4) Plans and specifications meeting the requirements of the law and these rules shall be approved by the department.
	(5) Construction of new buildings, additions, major building changes, and conversion of existing facilities to use as a home shall not begin until the plans and specifications are approved by the department and written approval to begin construction is issued.
R325.1962	Exteriors.
	(1) located in an area free from hazards to the health and safety
	(2) The premises shall be maintained in a safe and sanitary condition
	(3) Sufficient light for an exterior ramp, step, and porch
	(4) Exterior steps shall have a handrail on both sides. An above grade porch shall have a railing on open sides.
R325.1963	Accessibility.
	(1) A new construction or a home undergoing addition, major building modification, or conversion shall comply with all of the following: (a) Applicable statutory accessibility requirements. (b) Applicable accessibility requirements for common and shared facilities. (c) Accessibility requirements for 10% of all resident sleeping rooms and the connecting bathing or toilet rooms.

R325.1964	Interiors. (Also, see below under “bedrooms”)
	(1) A building shall be of safe construction and shall be free from hazards to residents, personnel, and visitors.
	(2) A part of a building in use as a home shall not be used for any purpose which interferes with the care, well-being, and safety of residents, personnel, and visitors.
	(6) Each area of the home shall be provided with lighting commensurate with the use made of each area and in accordance with generally recognized standards.
	(7) A stairway or ramp shall have a handrail on both sides.
	(9) Ventilation shall be provided throughout the facility in the following manner:
	(a) A room shall be provided with a type and amount of ventilation that will control odors and contribute to the comfort of occupants.
	(b) Bathing rooms, beauty shops, toilet rooms, soiled linen rooms, janitor closets, and trash holding rooms shall be provided with a minimum of 10 air changes per hour of <u>continuously operated exhaust ventilation</u> that provide discernable air flow into each of these rooms.
	(11) A doorway, passageway, corridor, hallway, or stairwell shall be kept free from obstructions at all times.
	(12) A floor, wall, or ceiling shall be covered and finished in a manner that will permit maintenance of a sanitary environment.
	(13) A basement shall be of such construction that it can be maintained in a dry and sanitary condition.
	(14) A minimum of 15 square feet of floor space per licensed bed shall be provided for day room, dining, recreation, and activity purposes.
	(15) A basement or cellar shall not be used for sleeping or living quarters, except that recreation and activity space may be provided in a basement in addition to the 15 square feet per licensed bed required in subrule (14) of this rule.
	(16) A room or compartment housing a water closet shall have a minimum width of 3 feet.
	(17) Emergency electrical service shall provide, at a minimum, battery-operated lighting units sufficient to light corridors and exits.
	(18) A home shall provide functionally separate living, sleeping, dining, handwashing, toilet, and bathing facilities for employees and members of their families who live on the premises.
R325.1965	Elevators and space requirements for certain homes.
	(1) A new construction, addition, major building change, or conversion after November 14, 1969 shall provide all of the following:
	(a) An elevator if resident bedrooms are situated upon more than 1 floor level. An elevator shall have a minimum cab size of 5 feet by 7 feet, 6 inches.
	(b) A sleeping, day, dining, recreation, and activity room with a minimum ceiling height of 8 feet.
	(c) In a room requiring windows, a clear unobstructed horizontal view of 20 feet from the windows. One additional foot shall be added to the minimum distance of 20 feet for each 2-foot rise above the first story up to a maximum of 40 feet of required unobstructed view.
	(d) A minimum of 30 square feet of floor space per licensed bed for day room, dining, recreation, and activity purposes.
R325.1966	Public and employee areas.
	(1) A lobby or waiting area for visitors shall be separate from resident rooms.
	(2) Employees shall have adequate toilet facilities that are separate from resident living quarters.

R325.1977	New construction, addition, major building modification, or conversion after effective date of these rules. (EFFECTIVE AUGUST 1, 2004)
	(1) Exhaust ventilation shall be designed as central systems with the fan at the building exterior and at least 10 feet from all doors, operable windows, and domestic outside air intakes.
	(2) Facilities for dispensing of medications shall be designed to be under the control of responsible residents or designated staff. Central dispensing locations shall keep medications locked and equipped with handwashing, work counter, and storage facilities.
	(3) Bathing facilities shall have access to handwashing, toilet, and bathing supply storage facilities without entering a common corridor
	(2) Pest control procedures shall comply with MCL 324.8301 et seq.
R325.1979	General maintenance and storage.
	(1) The building, equipment, and furniture shall be kept clean and in good repair
	(2) A room shall be provided in the home or on the premises for equipment and furniture maintenance and repair and storage of maintenance equipment and supplies.
	(3) Hazardous and toxic materials shall be stored in a safe manner
R325.1980	Soap and single use towels shall be available for the use of employees and visitors. Use of the common towel is prohibited.
R325.1964	Interiors. Bedrooms
	(3) An occupied room shall have a minimum ceiling height of 7 feet, 6 inches, except as otherwise provided in R 325.1964(4) and (5).
	(4) Floor area under a part of a drop or slant ceiling which is less than 6 1/2 feet from the floor shall not be used in computing the usable floor space or maximum number of beds allowed in any sleeping room.
	(5) A bed and the working space around a bed shall not be directly under a part of a drop or slant ceiling that is less than 6 1/2 feet from the floor
	(8) A room used for living or sleeping purposes shall have a minimum total window glass area on outside walls equal to 10% of the required floor area of the room. Forty-five percent of the window glass area shall be openable unless the room is artificially ventilated.
	(10) A resident room shall open to a corridor, lobby, or day room. Traffic to and from any room shall not be through a sleeping room, kitchen, bathroom, toilet room, or storage room, except where a toilet room, bathroom, or storage room opens directly off the room or rooms which it serves.
R325.1967	Resident rooms.
	(1) A resident bedroom shall have the floor surface at or above grade level along exterior walls with windows.
	(2) A single resident room shall have at least 80 square feet of usable floor space.
	(3) A multi-bed resident room shall have at least 70 square feet of usable floor space per licensed bed.
	(4) A toilet room or closet shall not be included in usable floor space.
	(5) A multi-bed resident room shall be designed to allow for a 3-foot clearance between beds.
	(6) Residents may have their own rooms arranged in a manner that is comfortable and reflects their preferences, provided that the arrangement does not create an unreasonable fire safety risk or unsanitary conditions.
	(7) A resident room shall have at least 2 duplex electrical receptacles.
	(8) Each resident occupied floor shall have a janitor's closet.

R325.1934	Furniture.
	(1) A home shall provide an individual bed at least 36 inches wide, with comfortable springs in good condition and a clean protected mattress not less than 5 inches thick, or 4 inches thick if of synthetic construction.
	(2) A cot or rollaway cot shall not be used as a resident bed.
	(3) A bedside stand or its equivalent shall be available for a resident for the storage of small personal articles.
	(4) A resident may use his or her own personal bed, mattress, and bedside stand or its equivalent, and may bring in personal furniture and possessions as space permits. Furniture and other possessions shall fit comfortably within the resident's own or shared living quarters, be safe and in reasonable condition, and be in compliance with R 29.1801 to R 29.1861 of the health facility fire safety rules. Fire rating tags must be left on.
R325.1935	Bedding, linens, and clothing.
	(1) Bedding shall be washable, in good condition, and clean, and shall be changed at least weekly or more often as required.
	(2) The home shall assure the availability of clean linens, towels, and washcloths. The supply shall be sufficient to meet the needs of the residents in the home. Individually designated space for individual towels and washcloths shall be provided.
	(3) The home shall make adequate provision for the laundering of a resident's personal laundry.
	(4) Rooms and all items in them shall be completely cleaned following the discharge of each resident.
R325.1968	Toilet and bathing facilities.
	(1) Resident toilet facilities shall be located in separate rooms or stalls and shall be provided in the ratio of 1 handwashing facility and water closet for every 8 resident beds per floorR
	(2) A bathing facility shall be provided for every 15 resident beds.
	(3) All water closets and bathing facilities shall have substantially secured grab bars at least 1 foot long.
	(4) A resident toilet room or bathroom shall not be used for storage or housekeeping functions.
R325.1969	Additional resident area requirements in certain homes.
	(1) A new construction, addition, major building change, or conversion after November 14, 1969 shall provide all of the following:
	(a) A resident room with not more than 4 beds.
	(b) A minimum of 100 square feet of usable floor space in single resident rooms.
	(c) A minimum of 80 square feet of usable floor space per licensed bed in multi-bed resident rooms.
	(d) A resident room with a minimum of 5 square feet of floor space per licensed bed for wardrobe and closet in addition to other requirements for usable floor space per licensed bed. A bathing or toilet room or vestibule shall not be included in usable floor space.
R325.1970	Water supply systems.
	(1) A home located in an area served by a public water system shall connect to and use that system.
	(2) If a public water system is not available, then the location and construction of a well and the operation of the private water system shall comply with the Safe Drinking Water Act, 1976 PA 399, MCL 325.1001 et seq.
	(3) A physical cross-connection shall not exist between water systems that are safe for human consumption and those that are, or may at any time, become unsafe for human consumption.
	(4) Minimum water pressure available to each plumbing fixture shall exceed 20 pounds per square inch.

	(5) The plumbing system shall be designed and maintained so that the possibility of back flow or back siphonage is eliminated.
	(6) The plumbing system shall supply an adequate amount of hot water at all times to meet the needs of each resident and the functioning of the various service areas.
	(7) The temperature of hot water at plumbing fixtures used by residents shall be regulated to provide tempered water at a range of 105 to 120 degrees Fahrenheit.
R325.1971	Liquid wastes.
	(1) Liquid wastes shall be discharged into a public sanitary sewage system if such a system is available.
	(2) Homes that use a private wastewater disposal system shall be approved by the department.
	(3) A private wastewater disposal system shall consist of a stabilization lagoon or approved "package" treatment plant. Subsurface disposal systems such as septic tanks with tile fields are not allowed.
	(4) The licensee shall obtain a discharge permit issued by the Michigan department of environmental quality pursuant to MCL 324.3101 et seq.
R325.1972	Solid wastes.
	All garbage and rubbish shall be kept in leakproof, nonabsorbent containers. The containers shall be kept covered with tight-fitting lids and shall be removed from the home daily and from the premises at least weekly.
R325.1973	Heating.
	(1) A home shall provide a safe heating system that is designed and maintained to provide a temperature of at least 72 degrees Fahrenheit measured at a level of 3 feet above the floor in rooms used by residents.
	(2) A resident's own room or rooms in the home shall be maintained at a comfortable temperature.
R325.1974	Laundry and linen.
	(1) A home that processes its own linen shall provide a well ventilated laundry of sufficient size which shall be equipped to meet the needs of the home.
	(2) A home that uses a commercial or other outside laundry facility shall have a soiled linen storage room and a separate clean linen storage room.
R325.1975	Laundry and linen requirements.
	(1) A new construction, addition, major building change, or conversion after November 14, 1969 shall provide all of the following: <ul style="list-style-type: none"> (a) A separate soiled linen storage room. (b) A separate clean linen storage room. (c) A separate laundry processing room with handwashing facilities in a home that processes its own linen. (d) Commercial laundry equipment with a capacity to meet the needs of residents in a home that processes its own linen.